

Workplace Alaska

Class Specification Natural Resource Manager II

Created: 06/03/1997 by Rachel Wilson	AKPAY Code: P6655	Class Code:	PH0322
Finalized on: 11/16/2002	Class Outline Cat: B	Class Range:	20
	Approved by: Dianne Corso	Class Status:	Active
Category: Professional	Class Title: Natural Resource Manager II		
Original Date: 09/24/1982	Use MJR Form: Standard		

Original Comments:

Established. Incorporates Land Management Technician I; Land Management Officer I-V; Deputy Director, NR; Park Technicia

Subsequent Revision Dates/Comments:

10/10/94 Update of clerical references in the NRT MQs (CDswanson).
05/01/95 Minor change to NRT II MQs (CDswanson).
11/16/2002 - Natural Resource study, revised specs and broadened MQs (cpreecs/jkidd).
03/28/2003 - MQ revision (aolejasz/dlarocque)
12/03/2004 - MQ revision (Powelson)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9121 **Census:** 02

Last Update Comments:

Definition:

Under direction, Natural Resource Manager II is the supervisor and technical manager of organizational unit(s) performing professional work in the development, administration, analysis or implementation of programs to manage the land, water, mineral, forest, oil, gas, agricultural, natural and cultural history, parks and related surface and subsurface resources of the state.

This is a supervisory class with substantial responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.

Distinguishing Characteristics:

The Natural Resource Manager (NRM) series performs tasks associated with the stewardship and management of all state-owned land, water, oil, gas and other natural resources except fish and wildlife.

Positions in the series are differentiated based on a combination of two job elements: 1) the management skills and activities required including general administrative tasks such as supervising staff, developing and managing budgets, and developing policies and procedures; and 2) the complexity of the function, program or projects managed through direct participation in the professional work or through subordinate staff. The mix of the particular elements varies by position. Assignment to a particular class within the series is determined by the overall level of the position's duties based on the analysis of duties within each of the two job elements.

Organizational units managed by NRMs II are regularly assigned natural resource management work at an advanced journey level as determined by the complexity factors of the Natural Resource Specialist (NRS) III. Staff supervised includes journey professional level positions. In addition, because most NRM II positions manage organizational units with subunits, the staff supervised by NRMs II typically includes lower level NRMs I and Natural Resource Specialists III in addition to the journey level positions. Incumbents of such positions have a heavier emphasis on the management job element, though incumbents become directly involved in the advanced professional work as needed or directed. Positions that manage organizational units without multiple subunits must demonstrate that the complexity of the programs managed exceeds the complexity generally found at the NRM I or NRS III level.

NRM II is distinguished from the NRM I by the greater managerial responsibilities and by an increased level of complexity in the programs, functions or projects managed at the NRM II level. NRM II is the first level at which positions are typically assigned a full range of management duties. Complexity in the programs is characterized by the broader focus (often statewide), and by the nature of the work, which is typically politically sensitive within the agency, between agencies and with the public. The role of the NRM II requires a manager's focus whereas the role of the NRM I requires a working supervisor's focus.

NRM II is distinguished from the NRM III by the lesser administrative responsibilities and by the lessor complexity of the programs, functions or projects managed at the NRM II level. For example, the NRM II typically participates in budget preparation whereas the NRM III coordinates budget recommendations from lower level managers and sets the budget priorities for the larger organizational unit. Similarly, the program work at the NRM III level typically has a greater scope of authority, a higher profile outside the division especially in circumstances where

there may be intense political scrutiny, or a higher consequence of error. The role of the NRM II requires a manager's focus whereas the role of the NRM III requires an administrator's focus.

The NRM series is distinguished from the Natural Resource Specialist series by the NRM's dual primary purposes: 1) permanent supervisory responsibilities and management of the work of the organizational unit as well as 2) the performance of professional work.

Examples of Duties:

Manage and audit major programs with multiple technical, administrative and operational components. May occasionally participate in the work of their subordinates.

Implement statewide or regional programs and functions as an expert in a subject or program area.

Conduct hearings, answer significant policy issues at public meetings. May testify before the legislature on technical issues. May conduct or attend interagency or intra-agency meetings of a general nature to plan or address resource management issues. Communicate directly with public on difficult issues.

Undertake active conflict resolution with the public and other agencies in the area of responsibility, specializing in contacts with agency managers, media representatives, community and other organizational leaders.

Draft and review policies, regulations and statutes pertaining to statewide issues. Analyze for effects on agency operations and consistency with land and resource management principles.

Draft policies and procedures pertaining to the work of the organizational unit supervised for supervisor's approval.

Understand and consider ramifications of the agency's actions on other agency operations.

Represent the state on management planning committees within the Department of Natural Resources and with other state and federal agencies.

Serve as the State's primary contact with other agencies or organizations in a subject or program area.

Hire, train and evaluate staff; establish work priorities; approve leave; and handle disciplinary actions as necessary.

Perform audits of work being performed to ensure proper policies and procedures are being followed.

Provide briefings to the section or regional manager and central office personnel on the status of programs and projects.

Review plans to ensure conformance with division priorities.

Knowledge, Skills and Abilities:

Considerable knowledge of land and resource management.

Considerable knowledge of project management.

Working knowledge of computer operating systems and software.

Working knowledge of Geographic Information System technology used in the management of natural resources in the State of Alaska.

Working knowledge of the principles of supervision and training.

Working knowledge of fiscal planning and management.

Working knowledge of state administrative and management policies, applicable statutes, regulations and union contracts.

Working knowledge of the operational and technical problems involved in the administration of a specialized statewide or department-wide program.

Working knowledge of grievance and appeal procedures.

Ability to analyze revenue and expenditure accounts and prepare budget projections.

Ability to locate, compile and analyze information, data or facts from specialized sources.

Ability to think and act quickly and appropriately in emergencies.

Ability to settle issues, handle unusual circumstances and make responsive decisions.

Ability to identify training needs and conduct training and informational sessions.

Ability to plan, prioritize, schedule, allocate and direct work for subordinate staff in the area.

Ability to make effective oral or written presentations.

Ability to manage change.

Minimum Qualifications:

One year of advanced professional or supervisory level experience in natural resource management. The required experience includes work such as a Natural Resource Specialist III, Natural Resource Manager I, Geologist III, Hydrologist II, Agronomist II, Recorder Manager, Forester III, or Environmental Specialist III with the State of Alaska or the equivalent with another employer.

OR:

Four years of journey level professional experience in natural resource management. The required experience includes work such as a Natural Resource Specialist II, Forester II, Geologist II, Hydrologist I, Agronomist I, Land Survey Assistant II, Recorder IV, Recorder Manager, or Environmental Specialist II with the State of Alaska or the equivalent with another employer.

OR:

Master's degree in a natural resources field (such as forestry, geology, agronomy, and hydrology), law, public administration, business administration, planning or economics

AND

Two years of journey professional level natural resource management. The required experience includes work such as a Natural Resource Specialist II, Forester II, Geologist II, Hydrologist I, Agronomist I, Land Survey Assistant II, Recorder IV, Recorder Manager, or Environmental Specialist II with the State of Alaska or the equivalent with another employer.

OR:

A Ph.D. from an accredited college in a natural resources field (such as forestry, geology, agronomy, and hydrology), public administration, business administration, planning or economics, or a juris doctor (J.D.) from an accredited college of law.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

For purposes of the minimum qualifications, natural resource management is defined as the management of the land, water, mineral, forest, oil, gas, agricultural, archaeological, natural and cultural history, park, and related surface and subsurface resources of the state. Experience or education in natural resource management means involvement in the above resources exclusively. Those with experience or education in managing these resources may specialize in different management functions (for example, planning, regulation, research or title). All of this experience is applicable under the natural resource management definition. Some positions may require education in a particular area of natural resource management or specific technical knowledge and training gained through specialized education or progressively greater responsibilities at the lower levels of the series.

Minimum Qualification Questions:

Do you have one year of advanced professional or supervisory level experience in natural resource management? The required experience includes work such as a Natural Resource Specialist III, Natural Resource Manager I, Geologist III, Hydrologist II, Agronomist II, Recorder Manager, Forester III, or Environmental Specialist III with the State of Alaska or the equivalent with another employer.

Or Substitution:

Do you have four years of journey level professional experience in natural resource management? The required experience includes work such as a Natural Resource Specialist II, Forester II, Geologist II, Hydrologist I, Agronomist I, Land Survey Assistant II, Recorder IV, Recorder Manager, or Environmental Specialist II with the State of Alaska or the equivalent with another employer.

Or Substitution:

Do you have a master's degree in a natural resources field (such as forestry, geology, agronomy, and hydrology), law, public administration, business administration, planning or economics?

AND

Do you have two years of journey professional level natural resource management? The required experience includes work such as a Natural Resource Specialist II, Forester II, Geologist II, Hydrologist I, Agronomist I, Land Survey Assistant II, Recorder IV, Recorder Manager, or Environmental Specialist II with the State of Alaska or the equivalent with another employer.

Or Substitution:

Do you have a Ph.D. from an accredited college in a natural resources field (such as forestry, geology, agronomy, and hydrology), public administration, business administration, planning or economics, or a juris doctor (J.D.) from an accredited college of law?